



California State Fire Training

Bus (916) 445-8444

osfm.fire.ca.gov/training/training.php



INTERIM SFT PROCEDURES

Procedure Title: Chief Fire Officer

Effective Date: November 20, 2014

Section Change: **Title: Chief Fire Officer Certification**

As of December 31, 2016, Chief Officer Certification will be retired and replaced with Chief Fire Officer Certification.

Prerequisites:

- OSFM certified Fire Officer, or OSFM certified Company Officer.
- Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution.

Educational Requirements

The following courses are required:

- Chief Fire Officer 3A: Human Resource Management
- Chief Fire Officer 3B: Budget and Fiscal Responsibilities
- Chief Fire Officer 3C: General Administration Functions
- Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
- ICS-300: Intermediate ICS for Expanding Incidents
 - SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, and SFT.

Certification Exam:

None (at this time).

Certification Task Book:

Chief Fire Officer certification task book.

Experience:

Have a minimum of five (5) years' full-time paid experience in a California fire agency as a fire fighter performing suppression duties **OR**

Have a minimum of ten (10) years' part-time or volunteer experience in a California fire agency as a fire fighter performing suppression duties.

Rank or Position:

Appointed to the rank of Chief Fire Officer.

Candidate Application:

To apply for a certification task book.

1. Download (from the SFT website), complete and submit:
 - a. The SFT Fee Schedule
 - b. The certification task book application for the job function certification being pursued
2. A complete certification task book application package includes:
 - a. The SFT Fee Schedule
 - b. Nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)

This Interim Procedure provides guidance and/or interpretation on State Fire Training Procedures and shall be effective for 12 months from the approval date.

- c. The certification task book application
 - d. All supporting and verification documentation
3. Submit the complete certification task book application package to:
State Fire Training
Attn: Cashier
PO Box 997446
Sacramento, CA 95899-7446

To apply for Chief Fire Officer certification

1. Submit a completed certification task book to State Fire Training and include any additional supporting documents.

New Chief Fire Officer Candidates

Candidates beginning to pursue Chief Fire Officer certification as of November 20, 2014 should utilize the new Company Officer curriculum.

Current Chief Officer Candidates

Candidates pursuing Chief Officer Certification under the existing requirements must complete all requirements; submit their fees, application and all supporting documentation to SFT prior to December 31, 2016.

Equivalency Period

There is NO equivalency between the retired Chief Officer courses and the new Chief Fire Officer courses.

Justification:

The State Board of Fire Services has approved the Chief Fire Officer curriculum and associated changes in the certification track educational requirements. These changes are directed at meeting the specific Job Performance Requirements for Chief Fire Officer established in NFPA standard 1021 and 1051.

The current SFT Procedures Manual dated May 2008 only includes the Chief Officer Curriculum and certification educational requirements. This creates confusion for candidates attempting to obtain Chief Fire Officer Certification.

Point of Contact:

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Approved By:



Mike Richwine, Assistant State Fire Marshal